

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Standards 4 Excellence

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 2:1	Satisfactory		

ACTION NEEDED: **No action necessary.**

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Standards 4 Excellence
SITE: George Washington Community School
DATE OF SITE VISIT: 3/27/06

DATE DOCUMENTATION RECEIVED: 4/3/06
REVIEWER: ST/CH

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor recruitment flyer Tutor Contract		X	Tutor contract and tutor recruitment flyer are appropriate.
Recruiting materials	TWO of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Program description for parents Revised Recruitment flyer		X	Program description and flyer for parents is appropriate and is in-line with provider application.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plan Connection to IN academic standards		X	Lesson plans link directly to Indiana academic standards. Lessons are in line with provider application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Progress report Documentation of report sent		X	Progress report is similar to sample report in original provider application.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Standards 4 Excellence

SITE: George Washington Community School

NUMBER OF LESSONS OBSERVED: 3

TUTOR'S INITIALS (ALL TUTORS OBSERVED): Rms 341&342, Library, AT, MB, TB, RB, AR, Ms. T

DATE: April 3, 2006

REVIEWER: ST/CH

TIME OF OBSERVATION: 3:15-4:15pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Students worked in small groups on Language Art, Spelling, and Math (comparing/ordering numbers and place values) assignments. Tutors provided instructions to students and then guided them as they completed practice assignments and or homework. One tutor wrote math practice questions on the chalkboard and encouraged students to share their answers out loud. The tutor asked students to share why the answer was correct or how they could correct the problem when they responded incorrectly. Observed lesson matches provider application.
Instruction is clear	S		Instruction was clear as students appeared to understand directions. Tutors were able to adapt instructions to an age appropriate level when necessary.
Time on task is appropriate	S		Observed that students paid attention and were on task during the tutoring session.
Instructor is appropriately knowledgeable	S		Tutors demonstrated appropriate skills in recognizing student ability levels and providing age appropriate academic assistance with Math and Language Art assignments.
Student/instructor ratio: <u>about 2:1</u>	S		Application notes that ratio will be 5:1, however, the ratio in the observed tutoring session was actually lower. Application also notes that instruction will be individual or in small groups; individual lessons and small groups were observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Standards 4 Excellence
SITE: George Washington Community School
DATE OF SITE VISIT: 3/27/06

DATE DOCUMENTATION RECEIVED: 4/3/06
REVIEWER: ST/CH

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks	X	
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Student release policy Safety plans	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Certificate of Organization Tax return (FY 2005) Certificate of liability insurance	X	